

MUKESH SINGH



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ABOUT ME

A highly dedicated and adaptable professional with over 3 years of experience in virtual assistance, customer support, accounting, and sales. Known for delivering accurate results with efficiency and a client-first attitude. Proficient in advanced Excel, email management, and digital tools with a proven ability to multitask, manage time effectively, and solve problems independently. I bring a strong work ethic, excellent communication, and a growth mindset — ready to add value from day one in any remote or office-based role.

EDUCATION

2018-2020

Pt. Ravishankar Shukla
University

Master of COMMERCE

Postgraduate in Commerce with a strong understanding of financial management, accounting principles, and business operations. Equipped with analytical and practical skills to contribute effectively in both finance and administrative roles.

2017-2018

KALINGA UNIVERSITY

PGDCA

Post Graduate Diploma in Computer Applications with hands-on knowledge of MS Office, database management, and productivity tools. Trained in applying IT solutions for everyday business and administrative tasks with efficiency and accuracy.

EXPERIENCE

Jan 2024 – Present

Freelance Virtual Assistant (Remote)

- Managed data entry tasks, prepared Excel reports, and coordinated email communication.
- Scheduled appointments and maintained calendars through online tools.
- Provided customer support via WhatsApp and Gmail, ensuring timely responses.

Jan 2021 – Feb 2023

Accountant – Fintax Proficients

- Managed bookkeeping, financial reporting, and account reconciliation.
- Assisted with day-to-day finance operations and client billing processes.

**Oct 2019 – Nov
2020**

Sales Officer – HDFC Bank, Raipur Branch

- Promoted CASA (Current Account, Savings Account) products.
- Handled customer queries and supported branch operations.

SKILLS

- Microsoft Excel (Advanced)
- Customer Handling & Communication
- Data Entry & Virtual Assistance
- Email Management (Gmail, Outlook)
- Time & Task Management
- Google Docs & Google Sheets
- Self-Motivated & Reliability
- INTERNET SURFING
- DOCUMENT FORMATTING & RESUME DESIGNING
- BASIC SOCIAL MEDIA HANDLING
- QUICK LEARNER
- CRM TOOLS